

Message Text

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61

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DRAFTED BY S/S-S:LARSENBLATT

APPROVED BY S/S -SRFRY

P - MR. RAPHEL

S/S-EX - WLITTREL

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FM SECSTATE WASHDC

TO AMEMBASSY LONDON NIACT IMMEDIATE

INFO AMEMBASSY ANKARA IMMEDIATE

AMEMBASSY ATHENS IMMEDIATE

C O N F I D E N T I A L STATE 155395

E.O. 11652: ADS

TAGS: OVIP (SISCO, JOSEPH J.)

SUBJECT: UNDERSECRETARY VISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO LIONEL ROSENBLATT AND SECRETARY KATHLEEN DALY
1. SUPPORT UNDER SECRETARY SISCO'S VISIT TO YOUR POST, ARRIVING ABOARD HIS SPECIAL AIRCRAFT. FSO SHOULD BE ASSIGNED TO S/S FOR DURATION OF VISIT AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS; A SECOND SECRETARY SHOULD BE ON CALL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE FURNISHED TO S/S UPON ARRIVAL AT AIRPORT, BY THE S/S CONTROL OFFICER. C&R SHOULD COMMENCE MAINTAINING THIS FILE UPON RECEIPT OF THIS MESSAGE. IN ADDITION TO S/S CONTROL OFFICER EMBASSY SHOULD ASSIGN TO THE PARTY AN ADMIN CONTROL OFFICER TO COORDINATE ALL ADMINISTRATIVE ARRANGEMENTS FOR PARTY INCLUDING TRANSPORTATION, HANDLING OF CLASSIFIED, DEPARTURE ARRANGEMENTS, ETC.

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2. SCHEDULING

A. AS HOST GOVERNMENT ARRANGEMENTS FOR THE VISIT TAKE

SHAPE, YOU SHOULD PREPARE A DETAILED SCHEDULE FOR THE UNDER SECRETARY.

AS SCHEDULING INFORMATION BECOMES INCREASINGLY FIRM AND DETAILED, THE SCHEDULE SHOULD TAKE FORM OF A SCENARIO, WHICH SHOULD INCLUDE EXPECTED AND/OR SUGGESTED PARTICIPATION IN MEETINGS AND OTHER EVENTS, ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE -- INCLUDING ARRIVAL AND DEPARTURE PLANS - AND USEFUL INFORMATION REGARDING PHYSICAL SET-UP OF EVENTS.

B. POSTS SHOULD PREPARE PROPOSED/EXPECTED FORMAL OR INFORMAL REMARKS BY THE UNDER SECRETARY DURING HIS VISIT.

3. THANK-YOUS: PLEASE FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE UNDER SECRETARY TO APPROPRIATE OFFICIALS AT THE BEGINNING OF THE VISIT.

4. COMPLETE ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE COVERED IN A SEPARATE CABLE.

5. POSTS SHOULD PREPARE FOUR OFFICES AT THE EMBASSY FOR THE UNDER SECRETARY, HIS SPECIAL ASSISTANT, MR. RAPHEL, S/S AND ACCOMPANYING STAFF.

6. GIFTS: WE PLAN NO EXCHANGE OF GIFTS.

7. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE UNDER SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAM AT ALL TIMES.

ALL TRAFFIC FROM DEPARTMENT FOR THE UNDER SECRETARY OR HIS PARTY WILL BE SLUGGED TOPOL. OUTGOING CABLES TO DEPARTMENT FROM THE UNDER SECRETARY OR MEMBERS OF PARTY
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WILL BE SLUGGED POLTO. ALL POLTO CABLES WILL BE SIGNED SISCO AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE UNDER SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOPOL/ POLTO TRAFFIC AND OF ALL CABLES FOR UNDER SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF UNDER SECRE-

TARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

TOPOL AND POLTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN UNDER SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND UNDER SECRETARY'S NEXT STOP GIVING THE LAST TOPOL AND POLTO NUMBERS. COMMUNICATIONS SHOULD NOT ACCEPT ANY OUTGOING POLTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO UNDER SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN POLTO SERIES. INCOMING TOPOL CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH PAPER.

S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOPOL/POLTO-NODIS 5 AND EXDIS 10 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOPOL/POLTO LIMDIS, ALL OTHER TOPOL/POLTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 10 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF CONFIDENTIAL

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DAILY SPECIAL SUMMARIES FOR THE UNDER SECRETARY WILL BE SENT SEPTEL.

8. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0700 EACH MORNING AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICER SHOULD

NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING
THEM TO THE UNDER SECRETARY AND OTHER READERS. OFFICER

ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD
CONFER WITH THE SECRETARIAT OFFICER IN ORDER TO
ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE
MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE
COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE
SHOULD BE DELIVERED TO S/S BY 0700.

10. MANY THANKS FOR YOUR ASSISTANCE, ESPECIALLY UNDER
SUCH SHORT NOTICE. WE LOOK FORWARD TO WORKING WITH YOU.
KISSINGER

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